United Nations ST/IC/2005/16

Secretariat

10 March 2005

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Classification of duty stations and special entitlements for staff members serving at designated duty stations**

1. The purpose of the present information circular is to inform the staff of the classification of duty stations established by the International Civil Service Commission (ICSC) according to conditions of life and work and of the revised lists of duty stations designated by ICSC where special entitlements apply for eligible staff, as explained in paragraphs 6 to 10 below. The revised lists are set out in annexes II and III to the present circular. The revisions are effective 1 January 2005.

I. Classification of duty stations

2. All duty stations are placed by ICSC in one of six categories: H and A to E. The H category comprises headquarters duty stations and other duty stations in similar locations where the United Nations has no developmental or humanitarian programmes. The A to E categories comprise all other duty stations classified by order of difficulty of conditions of life and work. Annex I to the present circular contains the list of duty stations classified in the H category. Annex II contains the list of duty stations classified in the A to E categories.

Mobility and hardship allowance

3. The category of the duty station where a staff member is serving and/or has served, H and A to E, is one of the factors that determines whether the staff member is eligible for each of the three elements of the mobility and hardship allowance, namely, the mobility, the hardship and the non-removal elements. It is also a factor in determining the amount of the allowance. The relevant provisions on the matter are set out in staff rules 103.22 and 203.11 and in the administrative instruction on the mobility and hardship allowance.

* The present circular will be in effect until further notice.

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Removal costs

4. The category of the duty station is a factor in determining eligibility for removal costs under staff rule 107.27. Such costs are normally payable in the case of service at H duty stations when the appointment is for two years or more or the assignment to a new duty station is expected to be for two years or more. In those cases where removal costs are not payable, the staff member may be eligible for the non-removal element of the mobility and hardship allowance.

Special entitlements at designated duty stations

5. The classification of duty stations in the A to E categories is linked to the special entitlements that are set out in the administrative instruction on special entitlements for staff members serving at designated duty stations.

II. Duty stations at which special entitlements may apply for eligible staff

6. At duty stations classified in the A to E categories, which are listed in annex II to the present circular, one or more of the special entitlements set out in the administrative instruction on special entitlements for staff members serving at designated duty stations may apply, as indicated in paragraphs 7 to 9 below. The granting of these entitlements is subject to the conditions established in the applicable staff regulations and rules and the above-mentioned administrative instruction.

7. The category of each of the duty stations listed in annex II is indicated in the first column of the annex. At duty stations classified in the C, D and E categories, eligible staff are entitled to:

(a) Accelerated home leave travel, that is, home leave travel once in every 12 months; and

(b) Special terms for the exercise of the unaccompanied shipment entitlement of 50 kilograms or 0.31 cubic metres for travel on home leave, family visit or education grant so that the unused portion of the entitlement for one leg of the travel may be used to supplement the normal entitlement for the other leg of the travel.

8. The designated duty stations where eligible staff are entitled to additional education grant travel and an additional reimbursement for boarding costs under the education grant are indicated in the second column of annex II to the present circular.

9. The designated duty stations where eligible staff are entitled to additional shipment entitlements, namely, an annual shipment entitlement and a shipment on the birth or adoption of an infant, are indicated in the third column of annex II to the present circular.

10. Eligible staff members serving at duty stations in the countries listed in annex III to the present circular are entitled to reimbursement of the costs of basic medical examinations for accompanying eligible family members.

11. **The present circular supersedes information circular ST/IC/2004/7 and Add.1.**

nex I

List of countries where duty stations are classified in the H category

(Effective 1 January 2005)

Australia
Austria
Belgium
Canada
Cyprus
Czech Republic
Denmark
Estonia
Finland
France*
Germany
Greece
Hungary
Italy
Japan
Latvia
Lithuania
Malta
Netherlands
Norway
Poland
Portugal
Slovak Republic
Slovenia
Spain
Sweden
Switzerland
United Kingdom of Great Britain and Northern Ireland
United States of America

* Including Monaco.

Annex II

List of duty stations classified in the A to E categories

(Effective 1 **January 2005**, except where otherwise indicated)

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Afghanistan			
Bamyan	E	X	X
Faizabad	E	X	X
Gardez[a]	E	X	X
Ghazni[a]	E	X	X
Herat	E	X	X
Jalalabad	E	X	X
Kabul	E	X	X
Kandahar	E	X	X
Kunduz[a]	E	X	X
Maymana[a]	E	X	X
Mazar-e-Sharif	E	X	X
Albania			
Durres	C	X	X
Kukes	C	X	X
Shkoder	C	X	X
Tirana	C	X	X
Vlore	C	X	X
Algeria			
Algiers[b]	E	X	X
Angola			
Huambo	D	X	X
Kuito Bie	D	X	X
Lobito	D	X	X
Luanda	C	-	X
Lubango	D	X	X
Luena	D	X	X
M'Banza Congo-Zaire	E	X	X
Malange	E	X	X
Menongue (Cuando Cubango)	E	X	X
N'dalatando	E	X	X
Saurimo (Lunda Sul Province)	D	X	X
Sumbe (Cuanza Sul)	E	X	X
Sumbe (N'Gunza)	D	X	X
Uige	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Argentina			
Buenos Aires	A	-	-
Armenia			
Yerevan	D	X	X
Azerbaijan			
Baku	B	X	-
Bahamas			
Nassau	A	X	-
Bahrain			
Manama	B	-	-
Bangladesh			
Bandarban[b]	D	X	X
Cox's Bazaar	D	X	X
Dhaka	C	-	X
Khagrachari[b]	D	X	X
Rangamati[b]	D	X	X
Barbados			
Bridgetown	A	-	-
Belarus			
Minsk	A	X	-
Belize			
Belize City	B	X	-
Belmopan	B	X	X
Benin			
Abomey	C	X	X
Cotonou	B	X	-
Parakou	D	X	X
Porto Novo	B	X	-
Bhutan			
Thimphu	D	X	X
Bolivia			
Cochabamba	B	-	-
La Paz	B	-	-
Bosnia and Herzegovina			
Banja Luka	A	X	X
Bihać	B	X	X
Bijeljina	A	X	X
Goradze	B	X	X
Livno	A	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Mostar	A	X	X
Sarajevo	A	X	
Travnik	A	X	X
Trebinje	A	X	X
Tuzla	A	X	
Botswana			
Gaborone	A		
Brazil			
Brasilia	A		
Rio de Janeiro	A		
Bulgaria			
Sofia	A		
Burkina Faso			
Ouagadougou	B		
Burundi			
Bujumbura	D	X	X
Cankuzo	C	X	X
Gitega	D	X	X
Ngozi	D	X	X
Cambodia			
Banteay Mean Chey[a]	C	X	X
Battambang	D	X	X
Phnom Penh[a]	B		
Pursat[a]	D	X	X
Rattanakiri	D	X	X
Siem Reap	D	X	X
Sihanouk Ville[a]	C	X	
Stoeng Treng	D	X	X
Svay Rieng[a]	D	X	X
Cameroon			
Douala	B	X	
Ngaoundéré	B	X	
Yaoundé	B	X	
Cape Verde			
Praia	C	X	X
Central African Republic			
Bangui	D		X
Bouar	E	X	X
Mbaïki	E	X	X

Duty station	Category	Additional education grant travel and reimbursement of boarding costs	Additional shipment of personal effects
Chad			
Abeche[a]	E	X	X
N'Djamena	D	X	-
Chile			
Santiago	A	-	-
China			
Beijing[c]	A	-	-
Colombia			
Apartado	C	X	X
Barrancabermeja	C	X	X
Barranquilla	B	X	-
Santa Fé de Bogotá	B	-	-
Cali	B	X	-
Cartagena	A	X	-
Medellin	B	-	-
Mocoa[a]	C	X	X
Pasto	B	X	-
Puerto Asis (Putumayo)	C	X	X
Quibdo[a]	C	X	X
Comoros			
Moroni/Grande Comore	D	X	X
Congo			
Brazzaville	D	X	X
Pointe-Noire	B	X	-
Costa Rica			
Liberia	A	X	-
San José	A	-	-
Côte d'Ivoire			
Abidjan	C	X	-
Guiglo	E	X	X
Tabou[b]	E	X	X
Croatia			
Zagreb	A	X	-
Cuba			
Havana	B	X	X
Democratic People's Republic of Korea			
Pyongyang	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Democratic Republic of the Congo			
Aba[a]	E	X	X
Bukavu	E	X	X
Bunia[a]	E	X	X
Gemena[a]	E	X	X
Goma	E	X	X
Kahemba[a]	E	X	X
Kalemie[a]	E	X	X
Kimpese[a]	E	X	X
Kimvuia[a]	E	X	X
Kinshasa	C	X	X
Kisangani	E	X	X
Kisenge	E	X	X
Libenge[a]	E	X	X
Lubumbashi	D	X	X
Ngidinga	E	X	X
Zongo	E	X	X
Djibouti			
Djibouti	C	-	-
Dominican Republic			
Santo Domingo	A	-	-
Ecuador			
Guayaquil	A	-	-
Ibarra	A	X	-
Lago Agrio (Sucumbios)[a]	B	X	X
Quito	A	-	-
Egypt			
Cairo	A	-	-
Ismailia	A	X	-
El Salvador			
San Salvador	B	-	-
Equatorial Guinea			
Acurenam	E	X	X
Malabo	D	X	X
Eritrea			
Asmara	C	X	X
Barentu	D	X	X
Dekemhare	C	X	X
Keren	C	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Massawa	D	X	X
Tesseney	E	X	X
Ethiopia			
Addis Ababa	C	X	X
Assosa	E	X	X
Awassa/Sidamo	D	X	X
Dese	D	X	X
Dire Dawa	D	X	X
Gambella	E	X	X
Jijiga	E	X	X
Mekele	C	X	X
Mizan	E	X	X
Nazret	C	X	X
Fiji			
Suva	B	X	X
Gabon			
Franceville	D	X	X
Libreville	A	-	-
Tchibanga	D	X	X
Gambia			
Banjul	C	X	X
Gaza			
Gaza Town	D	X	X
Georgia			
Akhaltsikhe	D	X	X
Tbilisi	D	X	X
Ghana			
Accra	B	X	-
Ho	C	X	X
Takoradi	C	X	X
Tamale	C	X	X
Guatemala			
Chiquimula	B	X	-
Guatemala City	B	-	-
Solola	B	X	-
Guinea			
Conakry	C	X	X
Dabola	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Kissisdougou	E	X	X
Nzerekore	D	X	X
Guinea-Bissau			
Bissau	E	X	X
Gabu	E	X	X
Guyana			
Georgetown	C	-	X
Haiti			
Cap Haitien	D	X	X
Port-Au-Prince	D	-	-
Honduras			
Nacaome	C	X	X
San Pedro Sula	B	X	-
Santa Rosa de Copan	B	X	-
Tegucigalpa	A	-	-
Hong Kong, China			
Hong Kong	A	-	-
India			
Bhopal[7]	C	X	X
Bhubaneswar	C	X	X
Bhuj	C	X	X
Calcutta[7]	B	X	X
Chennai (Madras)	A	-	-
Chennai (Madras)[7]	C	-	X
Hyderabad	B	-	X
Jaipur	B	X	X
Lucknow[7]	B	X	X
Mumbai (Bombay)	A	-	-
New Delhi	B	-	X
Patna[7]	B	-	X
Indonesia			
Ambon (Maluku)	C	X	X
Banda Aceh	C	X	-
Banda Aceh[7]	E	X	X
Jakarta	B	-	-
Jayapura (Irian Jaya)	D	X	X
Palu[8]	C	X	X
Semarang	B	X	-
Surabaya	A	X	-

Duty station	Category	Additional education grant: travel and reimbursement of boarding costs	Additional shipment of personal effects
Ternate	C	X	X
Tual	D	X	X
Iran (Islamic Republic of)			
Abwaz[a]	C	X	X
Bam[a]	E	X	X
Dogharoun[a]	D	X	X
Kermanshah (Bakhtaran)	C	X	X
Mashad[a,c]	C	X	X
Tehran[a]	B	X	X
Uromiyeh[a]	B	X	X
Zahedan[a]	C	X	X
Iraq			
Arbil/Kirkuk	E	X	X
Dohuk	E	X	X
Mosul	E	X	X
Suisymaniah	E	X	X
Israel			
Tiberias	A	X	-
Jamaica			
Kingston	B	-	X
Port Antonio	A	X	-
Jerusalem			
Jerusalem	C	X	-
Jordan			
Amman	A	-	-
Kazakhstan			
Almaty[a]	A	X	-
Astana	C	X	X
Kenya			
Dadaab	E	X	X
Kakuma	E	X	X
Lokichokio	E	X	X
Marsabit	D	X	X
Mombasa	B	-	-
Nairobi	C	-	X
Kiribati			
Tarawa	D	X	X
Kuwait			
Kuwait City	B	-	-

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Kyrgyzstan			
Bishkek	C	X	X
Lao People's Democratic Republic			
Luang Prabang[a]	D	X	X
Sekong[a]	E	X	X
Vientiane[c]	B	X	X
Xam Neua[a]	E	X	X
Xyang-Khoang[a]	E	X	X
Lebanon			
Bekaa-Baalbek[c]	B	X	X
Beirut[b,c]	B	-	X
Hermel	B	X	X
Naqoura	C	X	X
Saida/Sidon	B	X	X
Tyre (Sur)	B	X	X
Lesotho			
Maseru	C	-	X
Mohale's Hoek	C	X	X
Oacha's Nek	D	X	X
Outhing	D	X	X
Thaba-Tseka	D	X	X
Liberia			
Gbarnga[a]	E	X	X
Harper (Maryland County)[a]	E	X	X
Monrovia	E	X	X
Voinjama	E	X	X
Zwedru[a]	E	X	X
Libyan Arab Jamahiriya			
Sirte	C	X	X
Tripoli	B	X	X
Macao, China			
Macao	A	X	-
Madagascar			
Ambato-Boeni	E	X	X
Antananarivo	C	-	X
Antsirabe	C	X	X
Fianarantsoa	D	X	X
Mahajanga (Majunga)	B	X	-

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Tolanara (Fort Dauphin)	D	X	X
Toliara (Tulear)	C	X	X
Malawi			
Blantyre	B	-	X
Lilongwe	B	-	X
Malaysia			
Kuala Lumpur	A	-	-
Maldives			
Malé[c,d]	B	X	X
Mali			
Bamako	B	X	-
Bankass	E	X	X
Mopti	C	X	X
Segou	D	X	X
Tonka	E	X	X
Mauritania			
Nouakchott	C	X	X
Mauritius			
Port Louis	A	-	-
Mexico			
Mexico City	A	-	-
Tapachula, Chiapas	B	X	X
Mongolia			
Ulaanbaatar[c]	D	X	X
Montserrat			
Montserrat	C	X	X
Morocco			
Casablanca	A	-	-
El Jadida	A	-	-
Rabat	A	-	-
Settat	A	X	-
Tangiers	A	X	-
Mozambique			
Beira	D	X	X
Chimoio	E	X	X
Maputo	C	X	-
Nampula	C	X	X
Pemba	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Tete	D	X	X
Xai-Xai	D	X	X
Myanmar			
Laokai, Kokang Special Region 1[a]	D	X	X
Maungdaw	E	X	X
Pangkham[a]	D	X	X
Yangon[c,d]	C		X
Namibia			
Oshakati	C	X	X
Rundu	D	X	X
Windhoek	A	X	-
Nepal			
Damak	D	X	X
Jhapa	D	X	X
Kathmandu	C	X	X
Nepalgunj[a]	D	X	X
Nicaragua			
Managua	B	-	-
Niger			
Maradi	D	X	X
Mayahi	D	X	X
Niamey	C	X	X
Nigeria			
Abuja	C	X	-
Bauchi	D	X	X
Enugu	D	X	X
Kaduna	D	X	X
Kano[a]	C	X	X
Lagos	D	X	X
Oman			
Muscat	B	-	-
Pakistan			
Islamabad	B	X	-
Karachi	C	X	-
Lahore	B	X	-
Peshawar[b]	D	X	X
Quetta[b,c]	D	X	X
Rawalpindi	B	X	-

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Panama			
Panama City	A	-	-
Yaviza	D	X	X
Papua New Guinea			
Arawa	E	X	X
Port Moresby	D	X	X
Paraguay			
Asunción	A	-	-
Peru			
Lima	B	-	-
Philippines			
Davao City	B	X	-
Los Baños[a]	A	X	
Manila	A	-	-
Qatar			
Doha	B	X	-
Republic of Korea			
Seoul	A	-	-
Republic of Moldova			
Kishinev	B	X	X
Romania			
Bucharest	A	-	-
Russian Federation			
Moscow	A	-	-
Nazran	E	X	X
Vladikavkaz	D	X	X
Rwanda			
Butare/Gikongoro[a]	C	X	X
Byumba	C	X	X
Cyangugu	D	X	X
Gisenye	C	X	X
Kibuye	C	X	X
Kigali	C	X	X
Samoa			
Apia	C	X	X
Sao Tome and Principe			
Sao Tome	D	X	X
Saudi Arabia			
Jeddah	B	X	-

Duty station	*Category*	*Additional education grant, travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Rafha	C	X	X
Riyadh	B	–	–
Senegal			
Dakar	A	–	–
Kedougou	C	X	X
Ziguinchor	C	X	–
Serbia and Montenegro			
Belgrade	A	X	–
Kraljevo	A	X	–
Novi Sad	A	X	–
Podgorica	A	X	–
Pristina[3]	B	X	–
Seychelles			
Mahé/Port Victoria	A	–	–
Sierra Leone			
Bo	E	X	X
Freetown	D	X	X
Kailahun	E	X	X
Kenema	E	X	X
Koidu	E	X	X
Zimmi	E	X	X
Solomon Islands			
Honiara[3]	C	X	X
Somalia			
Adado	E	X	X
Garowe	E	X	X
Hargeisa	E	X	X
South Africa			
Johannesburg	A	–	–
Pretoria	A	–	–
Sri Lanka			
Batticaloa[3]	D	X	X
Batticaloa[4]	E	X	X
Colombo	B	–	–
Jaffna[3]	D	X	X
Jaffna[4]	E	X	X
Kandy	B	X	–
Kilinochchi	E	X	X
Mannar[4]	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Trincomalee[c,d]	D	X	X
Trincomalee[d]	E	X	X
Vavuniya	D	X	X
Sudan			
El Fasher	E	X	X
El Obeid	E	X	X
El Showak	E	X	X
Juba	E	X	X
Khartoum	D	-	-
Kosti	E	X	X
Port Sudan	D	X	-
Wau	E	X	X
Suriname			
Paramaribo	B	X	-
Swaziland			
Mbabane	A	X	-
Syrian Arab Republic			
Aleppo	B	X	X
Damascus	B	X	X
Palmyra	C	X	X
Tajikistan			
Dushanbe	D	X	X
Kurgan-Tyube	D	X	X
Thailand			
Ban Mae Sot[c]	B	X	X
Bangkok	A	-	-
Kanchanaburi	A	X	-
Mae Hong Son	C	X	X
The former Yugoslav Republic of Macedonia			
Skopje	A	X	-
Timor-Leste			
Baucau[c]	E	X	X
Dili	D	X	X
Togo			
Lama Kara	C	X	X
Lomé	B	X	-
Tonga			
Nuku Alofa	B	X	X

Duty station	*Category*	*Additional education grant, travel and reimbursement of boarding cost*	*Additional shipment of personal effects*
Trinidad and Tobago			
Port-of-Spain	A	-	-
Tunisia			
Gafsa	A	-	-
Tunis	A	-	-
Turkey			
Ankara	A	-	-
Silopi	C	X	X
Van	B	X	X
Turkmenistan			
Ashgabad	D	X	X
Uganda			
Adjumani	E	X	X
Arua	D	X	X
Entebbe	C	X	X
Gulu	E	X	X
Kampala	C	X	X
Mbarara	D	X	X
Ukraine			
Kiev	A	X	-
Simferopol	C	X	X
United Arab Emirates			
Abu Dhabi	B	-	-
Al-Ain	B	-	-
Dubai	B	-	-
United Republic of Tanzania			
Arusha	C	X	X
Dar es Salaam	C	X	X
Isaka	E	X	X
Kasulu	E	X	X
Kibondo	E	X	X
Kigoma	E	X	X
Mwanza	C	X	X
Ngara	E	X	X
Zanzibar	C	X	X
Uruguay			
Montevideo	A	-	-
Uzbekistan			
Tashkent	C	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Vanuatu			
Vila (Porta Vila)	B	X	X
Venezuela (Bolivarian Republic of)			
Caracas	A	-	-
Guasdualito	C	X	X
Machiques	C	X	X
San Cristobal	B	X	-
Viet Nam		-	
Ha Tinh	D	X	X
Haiphong	D	X	X
Hanoi	B	-	X
Ho Chi Minh City	B	X	X
Quang Ninh	D	X	X
Tuyen Quang	D	X	X
West Bank			
East Jerusalem	C	X	-
Elsewhere in West Bank	C	X	X
Yemen			
Aden	D	X	X
Sana'a	D	-	X
Socotra	E	X	X
Zambia			
Kaoma	E	X	X
Kawambwa	E	X	X
Livingstone	A	X	-
Lusaka	C	X	X
Mongu	E	X	X
Mporokoso	D	X	X
Solwezi	D	X	X
Zimbabwe			
Beitbridge	C	X	X
Bulawayo	B	X	-
Harare	B	-	X
Masvingo	B	X	X
Mutare	B	X	X

[a] New or reactivated duty station effective 1 January 2005.
[b] Transitional classification.
[c] Denotes change in entitlement from previous year.
[d] Transitional classification due to tsunami with effect from 27 December 2004.

Annex III

Countries having duty stations that qualify for reimbursement by organizations of the costs of basic medical examinations for accompanying eligible family members, at 1 January 2005

Afghanistan
Albania
Algeria
Angola
Armenia
Azerbaijan
Bangladesh
Belize
Bhutan
Burkina Faso
Burundi
Cambodia
Central African Republic
Chad
Congo
Côte d'Ivoire
Democratic People's Republic of Korea
Democratic Republic of the Congo
Equatorial Guinea
Eritrea
Ethiopia
Ghana
Guinea
Guinea-Bissau
Guyana
Haiti
Kenya
Kiribati
Kyrgyzstan
Lao People's Democratic Republic
Lesotho
Liberia
Madagascar
Mali
Mauritania
Micronesia, Federated States of
Mozambique
Myanmar
Nicaragua
Niger
Nigeria
Pakistan
Papua New Guinea
Rwanda
Sierra Leone
Somalia
Sudan
Togo
Uganda
United Republic of Tanzania
Uzbekistan
Viet Nam
Yemen

ST/IC/ 2005/16/ Corr.1

Readex
Fiche

United Nations ST/IC/2005/16/Corr.1

Secretariat

29 March 2005

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Classification of duty stations and special entitlements for staff members serving at designated duty stations**

Corrigendum

Annex II

Replace the existing entry for the Lago Agrio (Sucumbios) duty station with the following:

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Ecuador			
Lago Agrio (Sucumbios)[c]	D	X	X

* The present information circular will be in effect until further notice.

05-28843 (E) 010405

ST/IC/ 2005/17

Readex
Fiche

United Nations ST/IC/2005/17

Secretariat

11 March 2005

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Staff selection system**

1. The experience acquired under the staff selection system, which became effective on 1 May 2002, is currently under review. The purpose of the present circular is to remind all concerned that until the applicable rules are revised and updated as a result of that review, taking into account General Assembly resolution 59/266, the provisions contained in Secretary-General's bulletin ST/SGB/2002/6 entitled "Central review bodies", and in administrative instruction ST/AI/2002/4 entitled "Staff selection system", remain applicable in full and must be observed.

2. The Office of Human Resources Management has been made aware that a number of problems have arisen in conjunction with the requirement contained in section 7.5 of administrative instruction ST/AI/2002/4, whereby candidates who appear to meet all or most of the requirements for the post to be filled must be interviewed and/or evaluated through other appropriate mechanisms before they can be recommended for appointment or promotion at the 30- or 60-day marks. The same provision encourages use of the same mechanisms for lateral moves at the 15-day mark. Strict compliance with these requirements is essential to establish the validity of the evaluation process.

3. An updated version of Galaxy, the support tool for the staff selection system, has been made available to users. The new version provides a stronger platform, which will permit faster processing of the numerous applications that are received and will offer a number of improvements introduced at the request of the users, including applicants, programme managers, central review bodies and human resources professionals.

* The present circular will be in effect until further notice.

05-26858 (E) 160305

ST/IC/ 2005/18

Readex
Fiche

United Nations ST/IC/2005/18

Secretariat

17 March 2005

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2005 competitive examination for French-language verbatim reporters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for French-language verbatim reporters in 2005, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998.

2. The competitive examination for French-language verbatim reporters will be held in June 2005 in New York, Geneva, Vienna and other locations, according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for French-language verbatim reporters will be filled. When a vacancy occurs, successful candidates will be recruited from the roster, subject to the requirements of the service in terms of expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external candidates for the purpose of this examination. Such candidates, if successful in the examination, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful and are selected for inclusion in the roster will be assigned to fill vacancies for French-language verbatim reporting as they occur in the language service in New York. Successful candidates are expected to serve **a minimum of five years** in language posts. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 12 to 14 below.

* Expiration date of the present information circular: 31 March 2006.

05-27474 (E) 230305

4. Staff members of the Secretariat applying for the examination must:

(a) Have French as their main language;[1]

(b) Have a perfect command of French and an excellent knowledge of English and one of the other official languages of the United Nations (Arabic, Chinese, Russian or Spanish). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application either a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which French is the language of instruction or hold a university degree from a recognized school of translation;

(d) Have computer and word-processing skills and be fast accurate typists.

5. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who are over the age of 56 by the deadline for submission of applications, 29 April 2005, will not be eligible to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

6. The requirement of a university degree or its equivalent from a university or institution of equivalent status, mentioned in paragraph 4 (c) above, may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is French, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

7. All applications will be reviewed by the Board of Examiners. In instances where a large number of applications are received, the Board reserves the right to admit to the examination only the most qualified candidates based on a review of the qualifications that are over and above the minimum criteria set out in paragraph 4. All applicants will be notified of the Board's decision in respect of their application. Convoked candidates may be required to submit evidence of degrees and/or relevant experience prior to convocation. **The Board's decisions are final.**

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

8. The written verbatim reporting examination, to be held in June 2005, will consist of four papers:

(a) Bringing the French version of a text into line with the original English (two hours). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have the other papers marked;

(b) Translation of an English text into French (one and a half hours);

(c) Editing of and making the necessary logical and stylistic corrections to an original French text (two hours);

(d) Translation of a text in an official language of the United Nations other than English into French (one and a half hours).

9. The use of a dictionary or any other reference material will **not** be permitted during the examination. Similarly, candidates may not use personal computers to prepare their papers. Cellphones and other electronic devices will not be permitted in the examination room.

10. On the basis of the results of this examination, the Board of Examiners will invite selected candidates to an interview. The Board will interview the selected candidates to assess general interest, professional experience, knowledge of the United Nations and of current events, personality, willingness to serve in New York, adaptability to the prevailing working conditions in the French Verbatim Section and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should **not** assume that they will be offered an assignment. Candidates invited to the oral examination will also be required to take a typing test.

11. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores or results.

12. Staff members selected to fill vacancies will be assigned as French-language verbatim reporters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels. During the trial period, successful candidates should be prepared to use a computer workstation and to operate a dictaphone. In addition, in order to be confirmed as a verbatim reporter, successful candidates will need to have word-processing skills.

13. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

14. In accordance with the needs of the section, successful candidates may be called upon to work outside of normal working hours, including weekends and holidays.

15. Staff members applying for the examination should complete the attached form and submit it, **not later than 29 April 2005**, to:

2005 Competitive Examination for French-language Verbatim Reporters
Examinations and Tests Section
Division for Organizational Development
Office of Human Resources Management
Room S-2575
United Nations Secretariat
New York, New York 10017
Fax No.: (212) 963-3683
E-mail: OHRM_exam@un.org

Applications may be sent by e-mail, fax or mail. However, since all mail addressed to offices at Headquarters undergoes a process of sterilization and radiation, mailed applications can be delayed for up to four weeks. To the extent possible, applicants are strongly encouraged to submit their applications early and, preferably, by e-mail or fax, not mail. Applications that are incomplete or are received after the deadline will **not** be considered.

16. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications directly to the Division for Organizational Development through the chief administrative officer or director of the United Nations information centre of their respective duty stations by 29 April 2005, the deadline for receipt of applications in the Division for Organizational Development, Office of Human Resources Management.

Application

2005 competitive examination for French-language verbatim reporters

Index No.

Last name Category Level

First name Male Female

Date of entry on duty Month Year

Type of contract Expiration date

Department/office Duty station

Room No. Tel. extension Fax extension E-mail

Have you taken this examination before? Yes Year No

Have you taken another United Nations competitive examination? Yes Year No

If yes, which examination(s)

What is your main language?[1]

Please complete an up-to-date P.11 form in French, and attach it to this application. Describe your educational background and work experience (giving dates and length of time) in the areas of translation, editing or verbatim reporting, if any.

Applications submitted without a P.11 form will NOT be considered.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Signature: (When applying by e-mail, **type** the date and your name below)

Date _____ Signature _____

I have read information circular ST/IC/2005/18 and I understand that, if I am successful in the 2005 competitive examination for French-language verbatim reporters and am recommended for inclusion in the roster, my assignment as a French-language verbatim reporter will be subject to my acceptance of the conditions of service indicated in paragraph 12 of that circular.

Date _____ Signature _____

Notes

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.